

## Personnel

### SPONSORSHIP AND IN-/OUT-PROCESSING OF MILITARY PERSONNEL

---

*NOTICE: This publication is available electronically on the USTRANSCOM WWW Business Homepage under "Library."*

---

Supersedes USTRANSCOMI 36-12, 1 Feb 99  
OPR: TCJ1-P

Certified by TCJ1 (Mary M. Orban, CAPT, USN)  
Pages: 6/Distribution: (Electronic Publishing)

---

This instruction establishes procedures and responsibilities for the sponsor and in-/out-processing of military personnel. The provisions of this instruction apply to United States Transportation Command (USTRANSCOM) military personnel at Scott Air Force Base, Illinois.

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974.

#### SUMMARY OF REVISIONS:

Updates the in-/out-processing checklists and USTRANSCOM Forms 10 and 11. Generally updates text for clarity throughout the instruction. Note: Since instruction is revised in its entirety asterisks will not be used to identify revised material.

**1. GENERAL:** The Directorate of Manpower and Personnel (TCJ1), Personnel Programs Division (TCJ1-P), is the office of primary responsibility for monitoring sponsorship and in-/out-processing programs for all military personnel assigned to USTRANSCOM.

#### 2. SPONSORSHIP:

**2.1.** Upon notification that an individual has been selected for assignment to USTRANSCOM, TCJ1-P will notify the appropriate directorate or Direct Reporting Element (DRE).

**2.1.1.** Directors and DRE chiefs are responsible for selecting a sponsor for each newly assigned inbound member to their organization. When possible, the sponsor should be equal or of greater rank than the incoming member, and preferably be of the same Service.

**2.1.2.** The appointed sponsor (or directorate representative) should pick up a sponsor package from the Family Support Center and forward the welcome package, along with a welcome letter, to the gaining member within 7 workdays after notification by TCJ1-P. Sponsor may also advise the inbound member to log on to [www.afcrossroads.com](http://www.afcrossroads.com) to access information about Scott AFB in lieu of (or in addition to) a sponsor package. A welcome letter from the director or DRE chief is highly encouraged.

**2.1.3.** The sponsor will act as the escort for the new member. Personnel in the grade of 0-6 and below must in-process at TCJ1-P (with the exception of 0-6 directors). A TCJ1 service representative will personally in-process all directors at their office location. In-processing appointments are not mandatory. Walk-in appointments are permitted; however, please give the Service representative a heads-up call prior to arrival to allow minimal preparatory time. The phone numbers for Service representatives are: Air Force, 229-7097; Army, 229-7098; and Navy/Marine Corps, 229-7099.

**2.1.4.** The sponsor is responsible for actions outlined in the Checklist for Military Sponsors (Attachment 3).

### **3. IN-PROCESSING RESPONSIBILITIES:**

**3.1.** TCJ1-P will provide the new member with USTRANSCOM Form 10, USTRANSCOM In-Processing Checklist (Attachment 1) which must be completed and returned to TCJ1-P within 10 workdays after arrival. *NOTE: The sponsor will monitor the actions required for in-processing and ensure all actions are completed in a timely manner.*

### **4. OUT-PROCESSING RESPONSIBILITIES:**

**4.1.** Once a member has an official/approval notification for PCS, PCA, separation, or retirement, it is the member's responsibility to notify TCJ1-P of their projected departure date.

**4.1.1.** TCJ1-P will notify the losing directorate or DRE.

**4.1.2.** The individual concerned will report to TCJ1-P NLT 30 days prior to projected departure date to initiate USTRANSCOM Form 11, USTRANSCOM Out-Processing Checklist (Attachment 2). Personnel in the grade of 0-6 and below must out-process at TCJ1-P. Out-processing appointments are not mandatory, however, please give the Service representative a heads up call prior to arrival to allow minimal preparatory time.

**4.1.2.1.** The member is responsible for obtaining all required initials on USTRANSCOM Form 11 and returning it to TCJ1-P no earlier than 2 days prior to departure.

### **5. PRESCRIBED FORMS:** USTRANSCOM Forms 10 and 11.

MARY M. ORBAN, Captain, USN  
Director, Manpower and Personnel

3 Attachments:

1. Sample USTRANSCOM Form 10, USTRANSCOM In-Processing Checklist
2. Sample USTRANSCOM Form 11, USTRANSCOM Out-Processing Checklist
3. Checklist for Military Sponsors

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) MILITARY PERSONNEL IN-PROCESSING CHECKLIST					
NAME (LAST, FIRST, MI)		RANK	SERVICE BRANCH		SUSPENSE DATE
SSN	REPORT DATE	DIRECTORATE	PARA/LINE		INCUMBENT
UPON COMPLETION OF PROCESSING, RETURN THIS CHECKLIST TO TCJ1-P					
INITIAL & DATE	ITEMS/ACTIVITIES TO BE PROCESSED	BRANCH OF SERVICE			
		US AIR FORCE	US ARMY	US NAVY	US MARINE CORPS
	PERSONNEL RECORD	TCJ1-P, BUILDING 1911, ROOM 115, USN/USMC 229-7099, USA 229-7098, USAF WILL BE COLLECTED BY MPF (UPDATE MEMBER IN JPS)			
	DENTAL RECORD	USAF DENTAL CLINIC, BUILDING 1535 (Member will hand carry to Medical Center)			
	HEALTH RECORD/TRICARE	USAF MEDICAL CENTER, BUILDING 1530 (Member will hand carry to Medical Center)			
	PCS TRAVEL VOUCHER/FINANCE	AFO TRAVEL SECTION, BUILDING P-10		TCJ1-P, BUILDING 1911, ROOM 115	
	WEIGH-IN/PRPT RECORDS HT: _____ WT: _____	TCJ1-P, BUILDING 1911, ROOM 115, 229-7097			
	LOCATOR INFO/UNIT INSIGNIA	TCJ1-P, BUILDING 1911, ROOM 115, 229-7097			
	SECURITY PROCESSING	FOR ID BADGE, AF FORM 2586 FROM DUTY SEC TO TCFP, BUILDING 1911, Rm 314, 229-7711 LEVEL I AT/FP BRIEF _____			
	PARKING DECAL/LINE BADGE	375SFS, BUILDING 1970, ROOM 100 or 102, 256-2709			
	PUBLIC AFFAIRS	TCPA, BUILDING 1900, ROOM 328, 229-4828			
	BASE POST OFFICE	SCOTT AFB POST OFFICE, BUILDING 1961			
	BUDGETING OFFICE/GOVT CREDIT CARD	TCJ8-B, BUILDING 1900, ROOM 339, 229-4487			
	HOUSING MANAGEMENT OFFICE	BUILDING 1400, 256-4350			
	TRAFFIC MANAGEMENT OFFICE (HOUSEHOLD GOODS/BAGGAGE)	BUILDING P-10, 256-1848			
	SENIOR SERVICE REP (ENLISTED)	TCJ1-P, BLDG 1911, RM 115, USAF 229-7097, USA 229-7155, USN/USMC BUILDING 1700, ROOM 1700, 229-5298			
	COMMAND FIRST SERGEANT (ENLISTED)	BUILDING 1900, CMD SUITE, 229-4275 (E7 - E9)			
	FAMILY CARE	SEE YOUR SERVICE REPRESENTATIVE			
	OFFICE OF CHIEF COUNSEL (TCJA)	POSITION IS SUBJECT TO FILING A CONFIDENTIAL FINANCIAL DISCLOSURE REPORT, OGE FORM 450 YES _____ NO _____ SUPERVISOR'S INITIALS _____ DATE _____			
	EMERGENCY EVACUATION PLAN	SECURITY MANAGER			
	SERVICE ELEMENT COMMANDER	BUILDING 1911, USA 229-7098, USN/USMC 229-7099, USAF 229-7097			
	VOTER REGISTRATION	TCJ1PF/A/N (NAVY/USMC 229-7099; ARMY 229-7098; AIR FORCE 229-7097)			

\*SPOUSES ARE WELCOME AND ENCOURAGED TO ATTEND ORIENTATIONS

USTRANSCOM FORM 10, 20020517 (Formflow 2.15) PREVIOUS EDITION IS OBSOLETE

WHEN FILLED IN, SUBJECT TO THE PRIVACY ACT OF 1974, SEE USTRANSCOM FORM 43 FOR PRIVACY ACT STATEMENT

# UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) MILITARY PERSONNEL OUT-PROCESSING CHECKLIST

NAME (LAST, FIRST, MI)		RANK		SSN		DEPARTURE DATE	
<b>UPON COMPLETION OF PROCESSING , RETURN THIS CHECKLIST TO TCJ1-P</b>							
INITIAL AND DATE	ITEMS/ACTIVITIES TO BE PROCESSED AS INDICATED	BRANCH OF SERVICE					
		US AIR FORCE	US ARMY	US NAVY	US MARINE CORPS	JTRU	
	PERSONNEL RECORD	MPF (Building P-10, Telephone - 256-5909)		TCJ1-P, BUILDING 1911, ROOM 115. Telephone: USAF 229-7097, USA 229-7098, USN/USMC 229-7099.			
	FINANCE RECORD						
	HEALTH RECORD	USAF MEDICAL CENTER, BUILDING 1530					
	DENTAL RECORD	USAF DENTAL CLINIC, BUILDING 1535					
	WEIGH-OUT/PRPT RECORDS HT: _____ WT: _____	TCJ1-P, BUILDING 1911, ROOM 115					
	DIRECTORATE/DRE SECURITY MANAGER	SECURITY MANAGER FOR YOUR DIRECTORATE/DRE WITH AF FORM 2586					
	ANTITERRORISM/FORCE PROTECTION TRAINING (OVERSEAS ONLY)	TCFP, BUILDING 1911, Rm 314, 229-7711 (CALL FOR APPOINTMENT) NOTE: FAMILY MEMBERS MUST ATTEND.					
	ID BADGE	375 SFS, BUILDING 1970, 256-2709 (BRING ID BADGE TO TURN IN)					
*	BASE POST OFFICE	SCOTT AFB POST OFFICE, BUILDING 1961					
	BUDGETING OFFICE/GOVT CREDIT CARD	TCJ8-B, BUILDING 1900, ROOM 339, 229-4487.					
*	HOUSING MANAGEMENT OFFICE	BUILDING 1400, 256-4350					
*	TRAFFIC MANAGEMENT OFFICE (HOUSEHOLD GOODS/BAGGAGE)	BUILDING P-10, 256-1848					
	TRANSITION ASSISTANCE BRIEFING	BUILDING 1930, 256-2245					
	SERVICE ELEMENT COMMANDER	TCJ1-P, BUILDING 1911 USN (ENLISTED) BLDG 1700, RM 1700 229-5298, USAF 256-7097, USA 256-7098, USN/USMC 256-7099					
	EVALUATIONS	TCJ1-P, BUILDING 1911, ROOM 115					
	SYSTEMS ACCESS	HELP DESK, BUILDING 1961, 256-8021					
	BASE LIBRARY	375 SVC/SVRL, BUILDING 1940, 256-5100					
	DMS FORTEZZA CARD	RETURN TO DIRECTORATE REGISTRATION AUTHORITY					
	SSO/SCI BILLET DEBRIEFING	TCJ2-S (SSO/SCI BILLET ONLY), 229-6965					
*	FORWARDING ADDRESSES	TEMPORARY: PERMANENT:					
	OFFICE OF CHIEF COUNSEL (TCJA)	IF YOU ARE A CONFIDENTIAL FINANCIAL DISCLOSURE REPORT FILER, OGE FORM 450, CONTACT TCJA AT 229-1366					

USTRANSCOM FORM 11, 20020517 (EF) PREVIOUS EDITION IS OBSOLETE NOTE: \*MAYBE INITIALED BY MEMBER. ALL OTHER BLOCKS MUST BE  
INITIALED BY AGENCY OFFICIAL/REPRESENTATIVE.

## CHECKLIST FOR MILITARY SPONSORS

The purpose of the Military Sponsorship Program is to minimize the hardships associated with a permanent change of station by conveying to each newcomer that they are a welcomed addition to the organization and the base. Additionally, it is a means of providing effective personal assistance to ensure a smooth and orderly transition into the new assignment.

### 1. Sponsor's responsibilities:

**1.1.** Furnish a welcome letter with a sponsor package to the newcomers. As a minimum, the sponsor package will include:

**1.1.1.** The sponsor's duty telephone number (include DSN and commercial).

**1.1.2.** The sponsor's directorate/DRE and office symbol.

**1.1.3.** Data concerning both base and community facilities.

**1.1.4.** Data concerning cost and availability of temporary quarters.

**1.1.5.** Temporary mailing address for the newcomer. **DO NOT** contact the Post Office for a box number earlier than 90 days prior to the newcomer's projected reporting date. You must present a copy of the newcomer's orders or your sponsor appointment letter to get a box number for a newcomer.

**1.1.6.** Data concerning cost and availability of housing, both on- and off-base (include approximate waiting period for on-base housing).

**1.1.7.** Data on available local schools and pet facilities.

**1.1.8.** Other pertinent information of importance, i.e., information on the new arrival's duty assignment, where they will be working, duty uniforms, climate, etc.

**1.1.9.** Advise of various ways of reaching the base (if driving, which route to follow; if flying commercial, etc.).

**1.2.** Assist in getting temporary quarters for the newcomer before arrival (**DO NOT** commit the newcomer without his/her approval).

**1.3.** Advise the newcomer to keep the sponsor informed of their projected arrival date/time. The sponsor should meet the newcomer when he/she arrives, regardless of the time of day or night. **(THIS IS ESSENTIAL).**

**1.4.** Escort newcomer arriving during duty hours to TCJ1-P for reporting and in-processing instructions. If newcomer arrives during non-duty hours or on non-duty days, escort them to TCJ1-P on the first duty day following their arrival. Ensure the member brings all relocation records and required documentation per each Service's requirements.

**1.5.** Orient newcomer to the command, building layout, location of all directorates, direct reporting elements, and the general layout of the base facilities, i.e., hospital, commissary, child development center, etc.

**2.** Sponsor should be available to assist the newcomer until he/she has processed in and is ready for work.